



April 24, 2012

TO: GSA, Federal Acquisition Service, Region 8 Customers

FROM: Kenneth Moore, Acquisition Operations Director, GSA/FAS Region 8

Subject: GSA, FAS Region 8 Assisted Acquisition Fiscal Year 12 Cut-off Dates

1. **Purpose:** This letter identifies the cut-off dates for accepting reimbursable agreements and accompanying customer funding documents for FY12. The established dates allow adequate timeframes to properly accomplish planned procurements and modifications and are based on receipt of all necessary information, such as complete description of requirements (SOW or specifications), signed funding documents, required justification and approvals for FAS.
2. **Background:** It is important that GSA customer expectations are properly managed with regard to timely execution of acquisitions that adhere to applicable laws, regulations, policy and fiscal constraints. GSA is required to obligate Customer funding during the period of funds availability—usually one fiscal year.

The cut-off dates are as noted in the chart below:

Action:	Type of Requirement	Restrictions	Cut Off Date for Reimbursable Agreements
<i>New Order/Contract</i>	DOD - Goods/Commodity	Must be delivered by 9/30/2012	8/15/2012
	Civilian - Goods/Commodity	Must be awarded by 12/31/2012	9/01/2012
<i>New Order/Contract</i>	Severable Services	Period of Performance must begin in current fiscal Year	7/30/2012
<i>New Order/Contract</i>	Non Severable Services	Must be awarded by 9/30/2012 but performance may extend over fiscal year. No incremental funding	7/30/2012
<i>Modification existing order/contract</i>	Incremental Funding Severable Services	Period of Performance must be in current fiscal year. Funding valid for 12 months	8/15/2012
<i>Modification</i>	Option Year Severable Services	If using FY12 annual funds performance period must begin in FY12	8/15/2012